



**HQ AFMC NSPS
SUPPLEMENTAL OVERARCHING
PERFORMANCE MANAGEMENT AND
PAY POOL GUIDELINES**

12 SEPTEMBER 2007

EXECUTIVE SUMMARY

Over the last several months, HQ AFMC rating officials, pay pool panel members and pay pool managers participated in a mock pay pool exercise to gather lessons learned as we prepare for our first annual NSPS rating cycle.

These supplemental overarching guidelines are intended to provide additional Performance Management information to HQ AFMC rating officials, pay pool panel members, and pay pool managers to prepare for the annual NSPS appraisal cycle. This guidance is not intended to replace or supersede any policy, responsibilities or procedures found in DoD 1400.25M. These guidelines are not all inclusive and should be used in conjunction with the implementing issuances.

Questions regarding the guidelines, processes, and procedures should be directed to HQ AFMC/CS.

BARBARA A. WESTGATE
HQ AFMC Performance Review Authority

SUPPLEMENTAL OVERARCHING GUIDANCE FOR NSPS ANNUAL
PERFORMANCE MANAGEMENT CYCLE

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1. EMPLOYEE ELIGIBILITY/PARTICIPATION.

A snapshot taken as of 30 Sep will be the basis of the pay pool calculations and employee payout eligibility.

2. ANNUAL APPRAISAL PROCEDURES.

2.1. The rating official transfers responsibility to the employee to prepare an annual self-assessment (voluntary) utilizing the Performance Appraisal Application (PAA) tool.

2.2. The employee provides a self-assessment (voluntary).

2.3. The rating official reviews and discusses with employee his/her self-assessment, if provided (no discussion concerning rating or payout at this point).

2.4. The rating official writes an annual assessment of the employee, considering the employee self-assessment, if available.

2.5. The rating official enters the numerical recommended rating for each job objective and the contributing factor adjustments.

2.6. The rating official submits the recommended rating to the Higher Level Review (HLR) for review and approval.

2.7. HLR approves.

2.8. Rating then goes to Pay Pool Manager (PPM) account for pay pool deliberations.

2.9. Once the PPM process is complete and the rating has been approved, the rating official will receive the rating back in his/her account in the PAA tool to update the date and method of communication of the final appraisal between the rating official and employee.

2.10. The DD Form 2906, *NSPS Performance Plan, Interim Review/Closeout Assessment, Annual Performance Appraisal Form*, may be printed from *My Biz/My Workplace*. Supervisors shall ensure original signatures are obtained to acknowledge the employee's awareness of the appraisal and document the formal appraisal discussion with the employee. Supervisors shall record the discussion and the manner in which the review was communicated (face-to-face meeting or telephone) in the employee's AF 971, *Supervisor's Employee Brief*. If the employee refuses to sign the form, the rating official writes, "Employee chose not to sign," on the form and dates the form. Ensure DD Form 2906 is kept in the AF971.

2.11. Move the final appraisal from the active region in the PAA tool to the completed region.

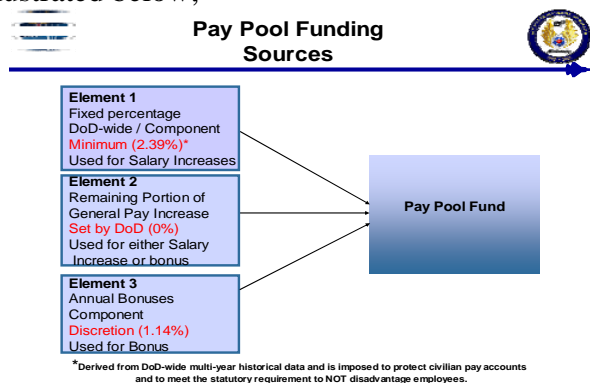
2.12. The rating official shall normally provide a copy of the completed and signed DD Form 2906 within 2 weeks after the conversation (face-to-face meeting or telephone) takes place and ensure the employee receives a copy of the signed DD Form 2906.

For additional information on the PAA tool or to access quick reference guides, visit;

http://www.cpms.osd.mil/hrbits/NSPS_PAA_QuickGuides_and_Helpful_Hints.aspx

3. ADDITIONAL PAY POOL GUIDANCE.

3.1. PAY POOL FUNDING: The pay pool fund is comprised of three elements, which are illustrated below;



Note: Deputy Secretary of Defense approved a percentage of the general pay increase going to element 2, which is unknown at this time. Once official notification occurs, PPMs will be notified.

The percentages in each element illustrated above are applicable for this cycle only.

3.2. SHARE DISTRIBUTION:

3.2.1. Employees with a rating of record of 3 or higher will be assigned a number of performance shares. Employees with a rating of record of 1 or 2 will receive no shares.

3.2.2. Share assignments will be assigned by employee performance and output. Use the following guidelines to ensure the assignment of shares is applied consistently. After making contributing factor adjustments to the objective ratings, average all of the ratings (SC 1940.10.5.2). This average rating will be used to determine the number of recommended shares.

PERFORMANCE SHARE RANGES:

AVERAGE RATING	RATING OF RECORD	SHARES
<2.50	1 or 2	0 shares
2.51 to 2.99	3	1 share
3.00 to 3.50	3	2 shares
3.51 to 3.99	4	3 shares
4.00 to 4.50	4	4 shares
4.51 to 4.74	5	5 shares
4.75 to 5.00	5	6 shares

3.2.3. Estimated share value for the FY07 annual cycle will be 1.4%. Final share values are subject to variations across pay pools and could change based on final ratings.

3.3. PAYOUT DISTRIBUTION GUIDANCE:

No additional payout distribution guidance will be disseminated for the FY07 annual cycle. PPM(s) have the flexibility to establish their own payout distribution within their pay pools. PPM(s) should continue to consider the following factors when determining payout distribution;

- (1) position of the employee's salary within the rate range;
- (2) any promotion/reassignment pay increases within the rating period;
- (3) employee's contribution to the accomplishment of organizational goals, objectives, mission;
- (4) or other performance/output related factors as appropriate.

The handbook, *Managing Compensation Under NSPS*, a guide for managers and supervisors, is a good source of reference. This handbook provides compensation direction, management, and guidance. It is not a policy document. Examples in this guide are for illustration purposes only. This guide can be found at the HQ AFMC NSPS CoP <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-MC-74> under the compensation/pay folder.

4. DISCRETIONARY PERFORMANCE PAYOUTS.

Extraordinary Pay Increase (EPI) and Organizational/Team Achievement Recognition Awards (OAR):

- EPIs/OARs are paid in addition to, and in conjunction with, the annual payout.
- To be eligible for an EPI, an employee must have a final rating of 5.
 - EPI can be in the form of a bonus or salary increase; however, the salary increase cannot take an employee past the top of that employee's pay band.

- To be eligible for an OAR, an employee must have a final rating of at least 3.
 - OAR can be in the form of a bonus or salary increase; however, the salary increase cannot take an employee past the top of that employee's pay band.
- The approval level for EPIs and OARs is the HQ AFMC Performance Review Authority (PRA).
- The HQ AFMC PRA will use his/her respective civilian payroll funds to fund these awards. Pay pool funds are not used. Award is funded up to their discretion.
- Award nominations will be submitted on AF Form 1206, *Nomination for Award*, through PPM to HQ AFMC PRA.

5. CHALLENGING A RATING – RECONSIDERATION PROCESS (SC1940.12.4).

Employees may request reconsideration for only their final rating of record. The amount of the performance payout, the number of performance shares assigned, performance share values, or the distribution of a payout between increase to base salary/bonus may not be challenged. Additionally, a recommended rating, an interim review, and a closeout assessment cannot be challenged. An individual objective rating or adjusted rating cannot be challenged if the requested remedy, if granted, will not result in a change to the rating of record.

88 MSS/DPCZ is currently developing a standardized reconsideration process to be used for all WPAFB non-bargaining unit employees covered under NSPS. This will be the sole and exclusive method for all covered employees who wish to request reconsideration of their final rating to challenge their rating of record. Processes and procedures are expected to be disseminated to supervisors/managers and employees covered under NSPS in the Oct 07 timeframe.

6. SPECIALLY SITUATED EMPLOYEES.

6.1. NSPS EMPLOYEES NOT HAVING 90 DAYS UNDER AN NSPS PERFORMANCE PLAN:

Example #1: An employee joins an NSPS organization on 30 Aug from a non-NSPS position.

Example #2: An employee's organization converts to NSPS on 30 Apr and the employee serves under an approved NSPS performance plan until 30 Aug. On 30 Aug the employee leaves the organization to take a GS job. On 29 Sep the employee returns to the original organization and is put back on an approved NSPS performance plan. In the event there is a break in service in NSPS-covered service, the service performed prior to the break in service may not be used to satisfy the 90-day minimum requirement (SC1940.2.3.1).

Included in DCPDS pay pool extract	Yes
Compensation Workbench (CWB) Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

*Any NSPS employee who does not have an NSPS rating of 1 (rating = 2, 3, 4, 5, or no rating at all) will receive the appropriate rate range adjustments and changes to local market supplements. Employees who do not have a rating, due to joining late in the appraisal cycle or joining after the last day in the rating cycle will automatically receive the rate range and local market supplement adjustments.

6.2. NSPS EMPLOYEES WHO MOVE BETWEEN PAY POOLS WITHIN 90 DAYS OF THE END OF THE RATING CYCLE:

Example: An employee moves from one NSPS pay pool to another NSPS pay pool on 15 Sep.

Included in DCPDS pay pool extract	Yes (pay pool as of 30 Sep)
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes*
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes
-- Eligible for rate range adjustment	Yes
-- Eligible for local market supplement adjustment	Yes

* Employees who move from one NSPS organization to another NSPS organization late in the appraisal cycle (within 90 days), and who have been performing under an approved NSPS performance plan, should receive an early annual recommended rating of record from the losing pay pool. Along with the rating, the losing supervisor should also recommend a number of shares and payout distribution. The gaining organization/supervisor may add comments, in support of or in opposition to this rating for consideration by the gaining pay pool (SC1940.AP4.1).

6.3. NSPS EMPLOYEES WHO SEPARATE PRIOR TO THE END OF THE RATING CYCLE:

Example: An employee who retires on 15 Sep.

Included in DCPDS pay pool extract	No
CWB Decisions	
Include in CWB	No
Eligible for a rating in CWB	No
Include salary in pay pool in CWB	No
Eligible for a performance payout in CWB	No
Eligible for rate range adjustment	No
Eligible for local market supplement adjustment	No

To be included in the pay pool, the employee must be under NSPS on the last day of the appraisal period, typically 30 Sep. To be eligible for a performance payout, the employee must be in NSPS on the day of the payout. The DCPDS extract process only pulls employees who are on the rolls as of the last day in the rating cycle. Under this situation, supervisors may want to consider Chapter 45 monetary awards to reward separating employees for their contributions. For more information on these monetary awards, visit <https://www.civpersonnel.wpafb.af.mil/> and click on the awards tab to the left of the screen.

6.4. NSPS EMPLOYEES WHO SEPARATE AFTER THE END OF THE RATING CYCLE, BUT BEFORE THE EFFECTIVE DATE OF THE PAYOUT:

Example: An employee who retires on 3 Jan.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	No
-- Eligible for local market supplement adjustment	No

To be eligible for a performance payout, the employee must be in NSPS on the day of the payout. If an employee retires or separates after pay pools have completed their deliberations and already gave a payout, pay pools do not necessarily have to go back, make the employee ineligible, and re-calculate all the payouts in the pay pool. Rather, the servicing personnel office will reject the employee's salary increase and/or bonus transactions when it attempts to process them. Servicing personnel offices should be notified as soon as supervisors become aware an employee is separating. Under this situation, supervisors may want to consider Chapter 45 monetary awards to reward the employee for their contributions. For more information on these monetary awards, visit <https://www.civpersonnel.wpafb.af.mil/> and click on the awards tab to the left of the screen.

6.5. NSPS EMPLOYEES WHO MOVE BETWEEN NSPS PAY POOLS AFTER THE END OF THE RATING CYCLE, BUT BEFORE THE EFFECTIVE DATE OF THE PAYOUT:

Movement Between PRAs

Example: An employee moves from a Navy pay pool to an Army pay pool, or between Navy pay pools that are covered by different PRAs, on 15 Dec.

Included in DCPDS pay pool extract	Yes – losing pay pool only
CWB Decisions	
Include in CWB	Yes – losing pay pool only
Eligible for a rating in CWB	Yes – losing pay pool only
Include salary in pay pool in CWB	Yes – losing pay pool only
Eligible for a performance payout in CWB	No – losing pay pool* (yes from gaining pay pool, but outside of CWB)

Eligible for rate range adjustment	Yes
Eligible for local market supplement adjustment	Yes

* The losing pay pool will rate the employee. The gaining pay pool will determine the employee's payout based upon their share value. The gaining organization should take special care to identify these employees and work with their servicing personnel office to process their pay transactions. These transactions will be processed manually outside of the mass payout process. The employee will receive the rate range adjustment and change to local market supplement without manual actions.

For example, an employee whose base salary is \$100,000 receives a rating of 4 from the losing pay pool. The gaining pay pool assigns the employee 4 shares, and a payout split of 60% salary and 40% bonus. Any control points or other business rules would apply for that employee. The gaining pay pool's share value is 1.2%. The organizations should work with their servicing personnel office to process the following actions manually: NSPS salary increase of \$2,880 and an NSPS bonus of \$1,920.

Movement within the same PRA

Example: An employee moves from one Navy pay pool to another Navy pay pool on 15 Dec (within the same PRA).

Included in DCPDS pay pool extract	Yes – losing pay pool only
CWB Decisions	
-- Include in CWB	Yes – losing pay pool only
-- Eligible for a rating in CWB	Yes – losing pay pool only
-- Include salary in pay pool in CWB	Yes – losing pay pool only
-- Eligible for a performance payout in CWB	Yes – losing pay pool only*
-- Eligible for rate range adjustment	Yes
-- Eligible for local market supplement adjustment	Yes

* The losing pay pool will rate the employee, determine the employee's share assignment, payout amount, and payout upon their share value. The payout amounts will follow the employee to their new organization and be paid out of the program elements associated with that employee in their new organization. The gaining pay pool should take special care to identify these employees and work with their servicing personnel office to ensure the pay transactions take place.

6.6. NSPS EMPLOYEES ON TEMPORARY PROMOTIONS OR REASSIGNMENTS TO OTHER NSPS POSITIONS AT THE END OF THE RATING CYCLE:

Example: An NSPS employee (YA-2) who went on an approved NSPS performance plan on 30 Apr and takes a temporary promotion on 15 Sep to a YA-3. The employee's permanent position remained a YA-2.

As of the end of the rating cycle, the employee has been under the approved NSPS performance plan for more than 90 days.

Included in DCPDS pay pool extract	Yes (in their promotion pay band)
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes*
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

* Upon expiration or termination of a temporary promotion/reassignment, the employee's base salary shall be set at the same rate the employee received prior to the temporary promotion/reassignment, along with appropriate adjustment for pay increases, including rate range adjustments, local market supplement adjustments, and performance payouts.

6.7. NSPS EMPLOYEES WHO MOVE FROM ONE NSPS PAY POOL TO ANOTHER ON TEMPORARY PROMOTIONS/REASSIGNMENTS:

Example: An NSPS employee (YA-2 in pay pool D) went on an approved NSPS performance plan on 30 Apr and took a temporary promotion on 15 May to a YA-3 in pay pool E. The employee's permanent position remained a YA-2 in pay pool D.

The two pay pools can discuss what pay pool is more appropriate for the employee to be rated and receive their payout (SC1940.AP1.6).

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes
-- Eligible for rate range adjustment	Yes
-- Eligible for local market supplement adjustment	Yes

* Upon expiration or termination of a temporary promotion/reassignment, the employee's base salary shall be set at the same rate the employee received prior to the temporary promotion/reassignment, along with appropriate adjustment for pay increases, including rate range adjustments, local market supplement adjustments, and performance payouts.

6.8. NSPS EMPLOYEES WHO RECEIVE A SALARY INCREASE AFTER THE END OF THE RATING CYCLE, BUT BEFORE THE EFFECTIVE DATE OF THE PAYOUT:

Example: An NSPS employee in YA-1 earns \$50,000 on the last day of the rating cycle, and receives a \$10,000 promotion to YA-2 on 15 Nov.

Included in DCPDS pay pool extract	Yes (pay band and salary as of 30 Sep – YA-1)
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes
-- Eligible for rate range adjustment	Yes

-- Eligible for local market supplement adjustment	Yes
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The employee's salary, as of the end of the appraisal cycle, is used during the pay pool process to calculate the employee's salary increase and bonus. When an employee receives a salary increase after the end of the appraisal cycle, but before the effective date of the payout, the salary increase coming out of the pay pool will be added to their current salary as of the effective date of the payout. Rate range adjustments will be added first, and then the performance salary increase amount.

In the above example, the employee's base salary (\$50,000) on 30 Sep, the last day in the rating cycle, is used during the pay pool process. The employee receives a Level 4 rating, 4 shares, and a payout split of 60% salary and 40% bonus. The share value in this pay pool is 1.2%. Therefore, the employee's performance payout equals \$50,000 x 4 x .012, or \$2,400. The pay pool manager approves a salary increase of \$1,440 and a bonus of \$960.

The \$1,440 salary increase is added to the employee's base salary on the day of the payout after the rate range adjustment is added. In this example, the \$1,440 would be added to \$61,020, and the employee's new base salary would be \$62,460.

Base Salary on 30 Sep	\$50,000
Promotion on 15 Nov	+ \$10,000
New Base Salary as of 15 Nov	\$60,000
Rate Range Adjustment in Jan (1.7%)	+ 1,020
New Base Salary on Day of Performance Payout	\$61,020
Performance Salary Increase	+ \$1,440
New Base Salary After Adding Performance Salary Increase	\$62,460
Local Market Supplement (18.59%)	+ \$11,611
New Total Salary	\$74,071

6.9. NON-NSPS EMPLOYEES ON TEMPORARY PROMOTIONS OR REASSIGNMENTS TO NSPS POSITIONS:

Eligible for a rating, and will be in NSPS on the day of the payout

Example: A non-NSPS employee (GS-13) took a temporary promotion on 15 May to a YA-3. The temporary promotion has an NTE date of 15 May the following year.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes
-- Eligible for rate range adjustment	Yes
-- Eligible for local market supplement adjustment	Yes

Not eligible for a rating, and will be in NSPS on the day of the payout

Example: A non-NSPS employee (GS-13) took a temporary promotion on 15 Sep to a YA-3. The temporary promotion has an NTE date of the next 15 Apr.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	Yes
-- Eligible for local market supplement adjustment	Yes

Eligible for a rating, and will NOT be in NSPS on the day of the payout

Example: A non-NSPS employee (GS-13) took a temporary promotion on 15 May to a YA-3. The temporary promotion has an NTE date of 15 Nov.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	No
-- Eligible for local market supplement adjustment	No

Not eligible for a rating, and will NOT be in NSPS on the day of the payout

Example: A non-NSPS employee (GS-13) took a temporary promotion on 15 Sep to a YA-3. The temporary promotion has an NTE date of 15 Dec the same year.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	No
-- Eligible for local market supplement adjustment	No

6.10. NSPS EMPLOYEES ON LEAVE WITHOUT PAY (LWOP) AT THE END OF THE RATING CYCLE:

Eligible for a rating

Example: An NSPS employee on an approved NSPS performance plan since 30 Apr went on LWOP on 15 Sep.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes*
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

* If the employee is still on LWOP on the day of the payout, the employee's salary increase amount(s) will not be reflected in their earnings statement since they are not getting paid by their civilian agency. However, their salary will be updated in DCPDS, and when they return from LWOP their pay will reflect any salary increases.

Not eligible for a rating

Example: An NSPS employee who went on an approved NSPS performance plan in April went on LWOP on 15 May the same year.

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

* If the employee is still on LWOP on the day of the payout, the employee's salary increase amount(s) will not be reflected in their earnings statement since they are not getting paid by their civilian agency. However, their salary will be updated in DCPDS, and when they return from LWOP their pay will reflect any salary increases.

6.11. Union Officials:

NSPS Employee Performing 100% Union Duties

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	No
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	No
-- Eligible for a performance payout in CWB	No*
-- Eligible for rate range adjustment	Yes
-- Eligible for local market supplement adjustment	Yes

* Employees performing 100% union duties will receive a salary increase (outside of CWB) based on the modal rating of the pay schedule and pay band within their pay pool or most recent rating, whichever is higher. Modal means the rating most frequent given. For example, the modal rating for a YA-02 employee performing 100% union duties in pay pool XYZ is 3. Pay pool XYZ has 25 YA-2s: 20 received a rating of 3, 3 received a rating of 4, and 2 received a rating of 5. Therefore, the modal rating for YA-2s in pay pool XYZ was 3.

The employee's salary increase, if using a modal rating, should be based on the average base salary adjustment received by employees in their pay schedule and pay band. For example, if the average base salary increase for YA-2 was 2.5%, then the union official would receive a 2.5% base salary increase.

Union officials performing 100% union duties are not eligible for NSPS performance bonuses. (SC1940.AP1.7).

6.12. NSPS EMPLOYEES ON MILITARY LEAVE WITHOUT PAY (LWOP-US):
Eligible for a rating

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes*
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

* Employees on military leave without pay who are eligible for a rating will receive a performance payout based on their rating and share assignment, just as any other employee would in that pay pool. If the employee is still on LWOP-US on the day of the payout, the employee's salary increase amount(s) will not be reflected in their earnings statement since they are not getting paid by their civilian agency. However, their salary will be updated in DCPDS, and when they return from LWOP-US their pay will reflect any salary increases.

Not Eligible for a rating

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	No
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	No
-- Eligible for a performance payout in CWB	No*
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

* Employees on military leave without pay who are not eligible for a rating because they have not completed the minimum period in the current appraisal period will receive a salary increase (outside of CWB) based on the modal rating of the pay schedule and pay band within their pay pool or most recent rating, whichever is higher. Modal means the rating most frequently given. For example, the modal rating, for an employee on military LWOP in pay pool XYZ is 3. This was determined because the employee was a YA-2. Pay pool XYZ has 25 YA-2s: 20 received a rating of 3, 3 received a rating of 4, and 2 received a rating of 5. Therefore, the modal rating for YA-2s in pay pool XYZ was 3.

The employee's salary increase, if using a modal rating, should be based on the average base salary adjustment received by employees in their pay schedule and pay band. For example, if the average base salary increase for YA-2 was 2.5%, then the employee would receive a 2.5% base salary increase. Proration may be applied.

Employees on Military LWOP-US are not eligible for NSPS performance bonuses (SC1940.AP1.2).

* If the employee is still on LWOP-US on the day of the payout the employee's salary increase amount(s) will not be reflected in their earnings statement since they are not getting paid by their civilian agency. However, their salary will be updated in DCPDS, and when they return from LWOP-US their pay will reflect any salary increases.

6.13. NSPS EMPLOYEES ON LEAVE WITHOUT PAY (LWOP) ON WORKERS' COMPENSATION:

Eligible for a rating

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	Yes
-- Eligible for a rating in CWB	Yes
-- Include salary in pay pool in CWB	Yes
-- Eligible for a performance payout in CWB	Yes*
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

Employees on leave without pay because of a work related injury, and are eligible for a rating, will receive a performance payout based on their rating and share assignment just as any other employee would in that pay pool.

* If the employee is still on LWOP on the day of the payout the employee's salary increase amount(s) will not be reflected in their earnings statement since they are not getting paid by their civilian agency. However, their salary will be updated in DCPDS, and when they return from LWOP their pay will reflect any salary increases.

Not Eligible for a rating

Included in DCPDS pay pool extract	Yes
CWB Decisions	
-- Include in CWB	No
-- Eligible for a rating in CWB	No
-- Include salary in pay pool in CWB	No
-- Eligible for a performance payout in CWB	No
-- Eligible for rate range adjustment	Yes*
-- Eligible for local market supplement adjustment	Yes*

* If the employee is still on LWOP on the day of the payout the employee's salary increase amount(s) will not be reflected in their earnings statement since they are not getting paid by their civilian agency. However, their salary will be updated in DCPDS, and when they return from LWOP their pay will reflect any salary increases.

If the employee was in receipt of workers' compensation benefits under 5 U.S.C. Chapter 81 (including continuation of pay under section 8118 and wage-loss benefits under section 8105) for the entire appraisal period, and/or did not complete the NSPS minimum period, he or she will not be eligible to receive a performance payout, although such employee is eligible for a prospective pay adjustment once they resume employment. For more information see SC1940.AP1.1.4.

6.14. EMPLOYEES ON LOCALLY FUNDED LONG-TERM FULL-TIME TRAINING (LTFT):

An employee on local LTFT who:

A. Has not performed the objectives of an NSPS performance plan will be assigned the modal rating of the pay pool to which assigned. The payout will be based on HQ AFMC NSPS Overarching Performance Management and Pay Pool Guidelines and any specific pay pool policies.

B. Has performed the duties of his/her performance plan for at least 90 days during the rating cycle will be rated on that performance. The payout will be based on HQ AFMC NSPS Overarching Performance Management and Pay Pool Guidelines and any specific pay pool policies.

6.15. EARLY ANNUAL RECOMMENDED RATING OF RECORD:

If within 90 days before the end of the appraisal period the supervisor leaves or the employee changes jobs resulting in a new supervisor, an early annual recommended rating will be issued by the departing or losing supervisor. The departing or losing supervisor will assess employee performance and recommend a rating of record, share assignment, and payout distribution. This recommendation will go to the pay pool panel to which the employee is assigned at the close of the appraisal period for reconciliation. The new supervisor may add comments to the record in support of, or in disagreement with, the recommended rating for consideration by the pay pool panel. The period of time between the date of the event that triggered the early annual recommended rating of record and the normal end of the rating cycle shall be carried forward into the next appraisal period.

6.16. SPECIAL PURPOSE RATING OF RECORD:

The special purpose rating may only be applied in the case of an employee with a Level 1 rating of record who exhibits significant and sustained improvement (not less than 90 days) in his or her performance that equates to Level 2 performance or higher. A special purpose rating of record may be assigned during the appraisal period in addition to the regularly completed rating of record.

The assignment of a special purpose rating of record has no impact on pay, retroactive or prospective. To the extent practicable, special purpose ratings, like end-of-year ratings, are subject to the same pay pool panel process as are end-of-year ratings. A consistent approach in performance assessment and employee ratings is critical to the creditability and transparency of the pay-for-performance system.

At a minimum, the pay pool panel must be convened and consider the appropriateness and validity of the special purpose rating.

7. SELF-ASSESSMENT GUIDANCE. When writing self-assessments recommend using “**The STAR Approach.**”

Situation – describe the conditions under which you achieved your job objectives

Task – describe what you did during the year to create the results you achieved

Activity – include additional activities you completed that contributed to your results

Result – describe what you accomplished

Suggested guidelines:

- Restate your understanding of your job objectives
- Highlight your most significant achievements for the rating cycle
- Use action words to describe what you did
- Examples of action words are below:

Accelerate	Convert	Extract	Monitor	Report
Accomplish	Coordinate	Forecast	Motivate	Research
Achieve	Correct	Forge	Negotiate	Resolve
Acquire	Counsel	Form	Obtain	Review
Activate	Create	Foster	Operate	Revise
Adapt	Cultivate	Frame	Orchestrate	Revitalize
Administer	Decentralize	Galvanize	Organize	Revolutionize
Advance	Decrease	Hire	Originate	Save
Advise	Define	Implement	Perform	Schedule
Approve	Direct	Instruct	Produce	Solve
Advocate	Demonstrate	Improve	Pioneer	Select
Analyze	Design	Increase	Plan	Settle
Anticipate	Determine	Initiate	Prevent	Simplify
Appoint	Develop	Inspect	Process	Sell
Appraise	Devise	Instigate	Procure	Solidify
Arrange	Discover	Integrate	Program	Spearhead
Assess	Display	Interpret	Promote	Standardize
Audit	Document	Interview	Prove	Stimulate
Augment	Double	Introduce	Provide	Study
Author	Edit	Invent	Publish	Succeed
Avert	Employ	Investigate	Purchase	Supervise
Avoid	Enforce	Launch	Recommend	Support
Buy	Engineer	Lead	Recruit	Survey
Build	Ensure	Liquidate	Rectify	Systematize
Capture	Establish	Localize	Redesign	Teach
Centralize	Estimate	Locate	Reduce	Terminate
Champion	Execute	Maintain	Regulate	Test
Close	Exhibit	Manage	Reject	Tighten
Command	Expand	Market	Relate	Trade
Conceive	Expedite	Minimize	Renegotiate	Train
Control	Exploit	Modernize	Reorganize	Upgrade

- Make the connection between what you did and why that matters to your organization
- Cite instances where your actions or conduct exemplified your Contributing Factors
- Note challenges you faced and how you fared
- Address each job objective in your self-assessment
- Be concise and specific—you are highlighting the significant contributions you made, not reporting on your daily work activities
- Be specific when writing self-assessment statements—do not leave it to others to presume your contribution
 - Poor Example: “I made six site visits during the rating period”
 - Good Example: “I made six site visits which resulted in better communications between our office and the field on the Keystone Project,” or
 - “I developed a new review procedure which was adopted by our division and has reduced the amount of time required to process contracts.”
- Describe what you or your employee did—not what was done by the entire team

7.1. HOW TO ADDRESS CONTRIBUTING FACTORS IN THE SELF-ASSESSMENT:

Remember the contributing factors are the “how” you approach your work

Contributing factors can adjust an initial job objective rating +1, -1, or 0 (no impact), if job objective rating is adjusted +1 or -1 due to contributing factors:

- Rating official must identify or articulate which contributing factor(s) affected the corresponding job objective rating, and
- How/why they affected the rating in the assessment

Example #1: Contributing factor: Customer focus +1

Rater Assessment: Mr. Smith received numerous letters of appreciation from his customers during the assessment period. (CF Customer Focus)

Example #2: Contributing factor: Technical Proficiency -1

Rater Assessment: Although Ms. Wood completed her tasks, I had to spend a considerable amount of time in helping her analyze the data. (CF Customer Focus)

8. SAMPLE ANNUAL CHECKLIST.

An annual checklist is also being provided to aid you in completing tasks associated with the annual appraisal cycle. Checklist will be disseminated by 24 Sep 07.

9. FY07 HQ AFMC NSPS ANNUAL TIMELINE. The below timeline will be used for the FY07 annual end-of-year assessment. Individual pay pool schedules may differ in order to meet due dates on annual timeline.

(Activities and due dates are subject to change).

TASK TOPIC	START DATE	DUE DATE	OPR
Conduct Annual Performance Ratings by Pay Pool	1-Oct-07	4-Jan-08	Pay Pool Managers
--Conduct End-of-Year Self-Assessment Performance Cycle Conversations with employees (No Discussion Concerning Ratings or Payouts)	1-Oct-07	12-Oct-07	Supvs & NSPS Employees
--Rater writes an annual assessment of the employee, considering the employee self-assessment, if available.	1-Oct-07	15-Oct-07	Supvs
-- Rater submits the recommended rating to the Higher Level Review (HLR).	1-Oct-07	15-Oct-07	Supvs/Higher Level Reviewers
--Publishes Pay Pool Funding Floor Minimums for Jan 08 Payouts and estimated share value		10-Oct-07	PRA
--Rater assessment, recommended share and payout distribution to the Sub-Panel Pay Pool or to CS primary pay pool	15-Oct-07	26-Oct-07	Supvs/Sub Pay Pool
--Sub-Panel Pay Pool Deliberations	29-Oct-07	16-Nov-07	Sub-Panel Pay Pool Members
--Pay Pool Panel Deliberations Conducted	19-Nov-07	5-Dec-07	Pay Pool Managers
Pay Pool Data Administrator downloads NSPS ratings to DCPDS over to Civ Pers	5-Dec-07	14-Dec-07	HQ AFMC/CS
--Reviews & Approves FY 07 NSPS Performance Closeout	6-Dec-07	14-Dec-07	PRA with PRB
--Conduct Rating and Payout Conversations	17-Dec-07	31-Dec-07	Supvs
Publish FY 08 Pay Pool Policies and Procedures		31-Dec-07	Pay Pool Managers
FY07 NSPS Performance Rating Effective Date		1-Jan-08	NSPS Employees
FY07 NSPS Performance Bonus or Salary Increase Effective Date		6-Jan-08	NSPS Employees
FY07 NSPS Payout Date		25 Jan 08	NSPS Employees

10. PREPARING FOR FY08 PERFORMANCE MANAGEMENT CYCLE.

IAW SC1940.5.6.1. Performance plans shall be in place and communicated to the employee within 30 days from the start of the rating cycle (typically 1 Oct), entrance on duty of a new employee, or employee job changes. The 30-day requirement may be extended up to an additional 60 days. Such extensions shall not impact or delay the payout effective date.

SC1940.5.6.2. The performance plan is subject to higher-level review to ensure consistency and fairness within and across organizations. The performance plan is considered to be approved after higher-level review is completed and the supervisor communicated the plan to the employee in writing. The supervisor shall record the employee's receipt of the performance plan and the manner in which it was provided

(face-to-face, telephone, etc.) to the employee on the official DoD NSPS Performance plan and the AF971.

10.1. JOB OBJECTIVE REMINDERS:

- Job objectives differ from daily job tasks
- Good job objectives align with DoD's mission and organizational goals
- Best practice is to create 3-5 job objectives
- Performance Indicators have standardized descriptions to help identify appropriate levels of performance
- Contributing Factors emphasize behaviors critical to the accomplishment of the job objectives
- SMART provides an effective framework for creating well-written job objectives: Specific, Measurable, Aligned, Realistic/Relevant, and Timed
- Identify Major Categories of Work
 - Think about the work you do over the course of a year
 - Cluster the duties, tasks, and activities you perform into 3-5 major categories of work
- Translate Your Categories into Desired Results
 - For each category of work, describe what you expect to achieve.
 - Ask yourself: "What is important for me to accomplish in this area in the next performance year? What would a finished work product for this category look like?"

10.2. STANDARDIZE SUPERVISORY JOB OBJECTIVE: HQ AFMC/CS is developing standard supervisory job objectives for FY08 annual cycle. It will be distributed Oct 07.